

ADA JOB ANALYSIS FORM

Physical and Mental Demands of the Job

JOB TITLE:		JOB CODE:	
		REGULAR/SEASONAL/PRN/etc.	
DEPARTMENT:		FLSA EXEMPT/NON-EXEMPT:	
REPORTS TO:		FULL TIME/PART TIME:	
APPROVED BY:	<i>Director of Human Resources</i>	SITES/LOCATION(s) ASSIGNED:	
	<i>Date</i>		

The Americans With Disabilities Act (ADA) requires that employers identify essential job functions, and the particular physical, mental, and environmental demands of the job. An essential function of a position is critical in evaluating the qualifications and abilities of an applicant. This checklist is to be used to identify the physical demands, and mental functions required in performing the essential duties of this job.

The table on the next two pages provides descriptions of the types of physical, mental and environmental demands of a job. Please review these factors, and:

- Check each of the factors on the next two pages that apply to this position (*go down the full column across the two pages*);
- Complete the remaining pages with this position in mind, and
- Complete the last page, sign, and return to Human Resources.

ATTACH CURRENT POSITION DESCRIPTION – Review the current job description for this position to ensure that it is current, and accurately describes the essential functions,

The current position description is accurate – no recommended changes are needed.
I have marked up changes that I recommend be considered.

Job Description Returned for Revision to:		DATE:	
ADDITIONAL COMMENTS:			

NOTE: This document is set up so that you can complete it on your computer.

- *To select an item, simply click on the check box, and it will fill in like this: If you want to un-check the box, just click it again.*
- *As you type in the gray areas, the boxes will expand as you add more text.*
- *For both the initial **Preparer** of this form, and for the **Reviewer**, be sure to complete the last page before returning the completed for to **Human Resources for final approval.***

AMERICANS WITH DISABILITIES ACT (ADA) JOB ASSESSMENT & CHECKLIST

The ADA requires that employers identify essential job functions. An essential function of a position is critical in evaluating the qualifications and abilities of an applicant. This checklist is to be used to identify the physical effort required in performing the essential duties of this job. This page provides descriptions of the types of physical, mental and environmental demands of a job. Please review these factors, and:

- Check each of the factors on the next two pages that apply to this position (*go down the full column across the two pages*); and
- Complete the remaining pages with this position in mind.
- Complete the last page, sign, and return to Human Resources.

I. PHYSICAL DEMANDS

1. LIFTING – Lifting and exertion of force required (*check one of the boxes below*).

A. SEDENTARY - Exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. involves sitting most of the time but may involve walking or standing for brief periods of time.

B. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.

C. MEDIUM - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

D. HEAVY - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

E. VERY HEAVY - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

2. CLIMBING - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.

3. BALANCING - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.

4. STOOPING - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the

13. HEARING - perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.

14. TASTING/SMELLING - Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.

15. NEAR ACUITY - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.

16. FAR ACUITY - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.

17. DEPTH PERCEPTION - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

18. ACCOMMODATION - Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

19. COLOR VISION - Ability to identify and distinguish colors.

20. FIELD OF VISION - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

21. CONTROL OF OTHERS - seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

8. NEGOTIATING - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

9. COMMUNICATING - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.

10. INSTRUCTING - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

11. INTERPERSONAL SKILLS/ BEHAVIORS - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS - *exposure results in marked bodily discomfort.*

1. EXPOSURE TO WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

2. EXTREME COLD - Exposure to nonweather-related cold temperatures.

3. EXTREME HEAT - Exposure to nonweather-related hot temperatures.

4. WET AND/OR HUMID - Contact with water or other liquids; or exposure to nonweather-related humid conditions.

5. NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

6. VIBRATION - Exposure to a shaking object or surface. This factor is rated

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS (OSHA REQUIREMENT)

If worker is or *may be* in contact with blood and/or other bodily fluids (BBP) during the performance of his/h duties, please list below examples of duties in which possible exposure to BBP occurs.

1.
2.
3.
4.

SAFETY-RELATED - DRUG FREE WORKPLACE

For purposes of the Drug Free Workplace Act of 1988 and this company’s Substance Abuse Policy, is the posit safety related? Safety-related positions are defined as those involving safety and health of employees or clie state security, or other responsibilities involving a high degree of trust and confidence. Such positions may b subject to drug testing. If so, please list below examples of duties which are safety related.

1.
2.
3.
4.

ESSENTIAL FUNCTIONS/DUTIES OF THE JOB - REQUIREMENTS

List the essential functions of the job that have particularly demanding physical or mental requirements.

1.
2.
3.
4.
5.
6.

ADDITIONAL COMMENTS ABOUT PHYSICAL OR MENTAL REQUIREMENTS OF THIS POSITION

COMMENTS:

ADA JOB ANALYSIS REVIEW AND APPROVAL

JOB TITLE:	DEPARTMENT:
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<i>ADA PHYSICAL AND MENTAL JOB REQUIREMENTS ANALYSIS PREPARED BY:</i>					
NAME:		TITLE:		DATE:	
<i>Signature:</i>		DEPT:		LOCATION:	
BASIS FOR KNOWLEDGE OF JOB:	Hold Job Now:	Supervise Job:	Other:		
COMMENTS:					

<i>ADA PHYSICAL AND MENTAL JOB REQUIREMENTS ANALYSIS REVIEWED BY:</i>					
NAME:		TITLE:		DATE:	
<i>Signature:</i>		DEPT:		LOCATION:	
BASIS FOR KNOWLEDGE OF JOB:	Hold Job Now:	Supervise Job:	Other:		
COMMENTS:					

<i>HUMAN RESOURCES REVIEW AND APPROVAL BY:</i>					
NAME:		TITLE:		DATE:	
<i>Signature:</i>		DEPT:		LOCATION:	
APPROVED:	As Submitted	With Noted Changes:			
Returned for Revision to:				DATE:	
COMMENTS:					